APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76–RM–1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. 870817-04

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Comptroller General – Commissioner of Ins	Application Number **88-16**
Application Number	604 West Tower, Floyd Building, Reg. Laws Atlanta, Georgia 30334	Date Received **AUG 1 7 1987** Date Completed **MAY 3 1988**

2. Person to Contact	Working Title	Telephone Number
Mary Jane Johnston	Administrative Clerk	656-2076

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series

Earliest	Latest
1975	present

5. Records Series Title *(followed by title used in office; if different)*

Business in the State of Georgia during the year for Property and Casualty insurance companies

6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

The Comptroller General is responsible for regulating insurance companies and for administering insurance-related laws; supervising and licensing loan companies making loans of $2,500 or less; and enforcing the State's Fire Safety Laws and mobile home sales regulations.

The Insurance Division supervises insurance companies and agents, collects premium taxes, examines policy forms and policy rates, and administers insurance related laws. The Division also licenses agents and companies and investigates consumer complaints.

7. Record Series Description

This file contains the following documents *(include form numbers and titles, if any)*: Attach samples of the file.

Documents relating to:

Premiums written and losses paid by insurance companies in the State of Georgia.

Included are:

Forms GID-27, GID-27a and GID-27b

File is arranged:

Alphabetically

8. Monthly Reference Rate How often are records referred to which are:

One to six months old __2-3 times yr.__; Seven to twelve months old __7-8 times yr.__ Thirteen to twenty-four months old _____; twenty-five months and older _____?

9. Annual Rate of Accumulation of Records

Letter-size drawers __1/3__; Legal-size drawers _____; Shelves _____; Other *(specify)* _____

	X	a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Annual Statement Microfilm
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.   d. Audit period _____ years.

b. Statute of limitation _____ years.   e. Administrative need ____7____ years.

c. Federal law _____ years.   f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

People come into the office and ask to see these forms.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) ____4____ year(s); then
☐ Transfer to local holding area, hold _____ year(s); then
☒ Transfer to State Records Center; hold ____3____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Kalph Ferry	8-13-87	Fred Anderson	8-14-87

Recommendations in para-graph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
	State Auditor/Designee	W.H. Settle	3-28-88
·88-16	Secretary of State/Designee	Edward Weldon	3/22/88
	Attorney General/Designee		4/25/88